

Office of Congressman Tim Griffin (AR-02)

Internship Application

Internships are offered throughout the year in the Little Rock and Conway, AR offices, as well as the Washington, DC office. The Internship Program is a great way for students to learn more about public service and the legislative process. Space for Congressional interns is limited, and all internships are unpaid. Internships are open to college and graduate students, as well as recent graduates. Please complete this application and email it along with the other required documents to Tim.Griffin@mail.House.gov.

Deadline for applications:

Fall 2013 – August 1
Winter/Spring 2014 – December 15th
Summer 2014 – April 15th

Full Name: _____ Date: _____

CONTACT INFORMATION:

Home Address: _____

Cell Phone Number: _____ E-Mail Address: _____

SCHOOL INFORMATION:

Name of School: _____

School Address: _____

Year in School: _____ Major: _____ G.P.A. _____

Internship:

1) Desired Semester or Term:

() Fall – Begins September 2nd Dates of Availability: _____

() Winter/Spring – Begins January 6th Dates of Availability: _____

() Summer – Begins June 2nd Dates of Availability: _____

Internship:**2) Desired Type of Internship:**

- | | |
|----------------------------------|---|
| () Little Rock, AR | Responsibilities include answering phones, organizing, distributing, and inputting mail, assisting staff with casework and constituent outreach. Qualified individuals will display strong writing skills and attention to detail. |
| () Conway, AR | (Same as Little Rock) |
| () Washington, DC – Legislative | Responsibilities include answering phones, organizing, distributing, and inputting mail, and assisting legislative staff with research and correspondence. Qualified individuals will display strong writing skills and attention to detail. |
| () Washington, DC – Press | For interns with an interest in social media and communications. Qualified individuals will have a working knowledge of graphic design software and be familiar with various social media platforms. The ability to learn new concepts, work under tight deadlines, and demonstrate sound judgment is a must. |

Application Checklist:

- Completed Application
- Cover Letter
- Resume
- Academic Transcript
- Writing Sample (Preferably 1 page – no longer than 2 pages)
- Academic Recommendation

Please complete the application and e-mail it to:

Congressman Tim Griffin
C/O Phil Jarvis
E-Mail: Tim.Griffin@mail.house.gov